

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Wednesday December 1, 2021.

Members Present: Mayor Don MCKAY, Deputy Mayor Don EDMISTON and Councillors Matthew GILLESPIE, Margaret LUPTON, Scott RUDY and Jeremy SMITH.

Members Absent: Councillor Phil SCHAEFER.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot, CBO John Scherer, Fire Chief Scott Alexander and Human Resources/Safety Coordinator Jennifer Albrecht.

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH offered condolences on the recent passing of Innerkip community member Gordon Arnott. Further, Councillor SMITH provided a reminder of the upcoming Innerkip Santa Claus Parade. Councillor LUPTON enquired as to whether others had knowledge of coyote issues in the Township. Mayor MCKAY provided Council with an update on the recent hosting of Director General Jin-Ling Chen of the Taipei Economic and Cultural Office.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that Council approve the agenda for the December 1, 2021 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Matthew GILLESPIE
Seconded by: Don EDMISTON
Resolved that Council confirm the Minutes of the November 17, 2021 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- UTRCA – November 2021 FYI
- October 25, 2021 TDRFB Minutes
- Staff Report - #CBO2021 – 14 re: Building, Development & Drainage Reporting
- Staff Report - #PW2021 – 14 re: Public Works Reporting
- Staff Report - #BCO2021 – 10 re: Fire Department Reporting
- Staff Report - #BCO2021 – 11 re: By-law Compliance Reporting
- Staff Report - #CSM2021 – 17 re: Corporate Services Reporting
- Staff Report - #CAO2021 – 16 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

Staff Report
#HRSC2021-03
re:
Organizational
Chart Policy

Human Resources/ Safety Coordinator Jennifer Albrecht presented her report to Council regarding updates to the Township's Organizational Chart.

3. Moved by: Matthew GILLESPIE
Seconded by: Margaret LUPTON
Resolved that Council approve the updated Policy #1.01 - Organizational Chart Policy, as attached to Staff Report #HRSC2021-03.

CARRIED.

UTRCA –
November 2021
FYI

Council reviewed the November 2021 FYI from the UTRCA. Councillor LUPTON provided an update on ongoing UTRCA business.

Oxford County–
Consent App.
B21-68-69-2
(Fieldhouse)

4. Moved by: Jeremy SMITH
Seconded by: Don EDMISTON
Resolved that Council voice no objection to consent application B21-68-69-2/ A21-19-20-2 (Fieldhouse).

CARRIED.

Public Meeting -
Open

5. Moved by: Matthew GILLESPIE
Seconded by: Margaret LUPTON
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:18 a.m.

CARRIED.

Public Meeting
for ZN2-21-09
(Lazenby) &
ZN2-21-10
(Shuster)

PUBLIC MEETING – DONALD & MARC LAZENBY ZONE CHANGE APPLICATION ZN2-21-09, AND TED & BESS SHUSTER ZONE CHANGE APPLICATION, PART LOT 6, CONCESSION 14 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-407, regarding Zone Change Applications on lands owned by Donald & Marc Lazenby, and Ted & Bess Shuster.

Council asked questions of the planner and Staff. The applicants were both represented at the Public Meeting. Council reviewed and considered the comments made in making its decision regarding this application.

Council
Reconvene

6. Moved by: Matthew GILLESPIE
Seconded by: Don EDMISTON
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:24 a.m.

CARRIED.

7. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council approve-in-principle Zone Change Application ZN 2-21-09 submitted by Marc & Donald Lazenby, whereby the lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock are to be rezoned from 'General Agricultural Zone (A2)' to 'Residential Existing Lot Zone (RE-1)' to recognize the use of the lands for non-farm rural residential purposes.

CARRIED.

8. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council approve-in-principle Zone Change Application ZN 2-21-10 submitted by Ted & Bess Shuster, whereby the lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock to amend the 'Special Residential Existing Lot Zone (RE-1)' to permit an animal kennel use within a new accessory building with a maximum gross floor area of 192.4 m² (2,070.9 ft²).

CARRIED.

County Council
– Updates and
Questions

Mayor MCKAY provided an update on the County of
Oxford’s budget process.

Staff Report
#CBO2021 – 14
re: Building,
Development &
Drainage
Reporting

CBO John Scherer reviewed the Monthly Building,
Development & Drainage Report with Council.

October 25,
2021 TDRFB
Minutes

Council reviewed the October 25, 2021 Tavistock
District Recreation & Facilities Board Minutes.

Staff Report
#PW2021 – 14
re: Public Works
Reporting

Public Works Manager Tom Lightfoot reviewed the
Monthly Public Works Report with Council.

Staff Report
#FC2021 – 10
re: Fire
Department
Reporting

Fire Chief Scott Alexander reviewed the Monthly
Fire Department Report with Council.

Public Meeting -
Open

9. Moved by: Margaret LUPTON
Seconded by: Scott RUDY
Resolved that Council does now adjourn to a Public
Meeting in accordance with the provisions of the
Planning Act at 9:47 a.m.

CARRIED.

Public Meeting
for ZN2-21-12
(Douglas)

**PUBLIC MEETING – DOUGLAS ZONE CHANGE
APPLICATION ZN2-21-12, PART LOT 15, PLAN
41M-115, TOWNSHIP OF EAST ZORRA-
TAVISTOCK.**

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-397, regarding a Zone Change Application on lands owned by Johnathan Edward Douglas.

Council asked questions of the planner and Staff. The applicant was present and spoke favourably of the application. Neighbour Jeff Rodger was present for the meeting. Written comments from the public received prior to December 1, 2021 were read aloud. Council reviewed and considered the comments received in making its decision regarding this application.

Council
Reconvene

10. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:56 a.m.

CARRIED.

11. Moved by: Scott RUDY
Seconded by: Don EDMISTON
Resolved that Council approve the zone change application submitted by Johnathan Edward Douglas whereby the lands described as Part Lot 15, Plan 41M-115, in the Township of East Zorra-Tavistock, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Converted Dwelling Zone (R1-C)' to permit a converted dwelling.

CARRIED.

Public Hearing -
Minor Variance
Application
A-3-2021
(McClay)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-3-2021 (MCCLAY),
DESCRIBED AS LOT 1, PLAN 41M-277,
TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 10:01 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-3-2021 for McClay. Planner Dustin Robson presented Planning Report #CP2021-395.

Members of the Committee asked questions of the Planner and Staff. The Committee reviewed and considered the comments made in making its decision regarding this application.

12. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-3-2021, submitted by Brandon and Nicole McClay, for lands described as Lot 1, Plan 41M-277, Township of East Zorra-Tavistock, as it relates to:
 1. Relief from Section 5.1 - Table 5.1.1.3 - Regulations for Accessory Buildings and Structures, to permit an accessory structure within an exterior side yard; and,
 2. Relief from Section 12.5.10.2.3 – R1 Zone Provisions - Exterior Side Yard, to reduce the minimum required exterior side yard width from 7 m (23 ft) to 2.7 m (9 ft) to facilitate the construction of an accessory structure.

Subject to the following condition:

- I. That the proposed relief shall only apply to an accessory structure (in-ground pool) of the approximate size and location as depicted on Plate 3 of Report CP 2021-395.

As the proposed variances are:

- i. deemed to be minor variances from the provisions of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18;
- ii. desirable for the appropriate development or use of the land;
- iii. in-keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18; and,
- iv. in-keeping with the general intent and purpose of the Official Plan.

CARRIED.

Council observed a short recess between 10:11 a.m. and 10:16 a.m.

Staff Report
#BCO2021 – 11
re: By-law
Compliance
Reporting

Council reviewed the Monthly By-law Compliance Report from By-law Compliance Officer Melanie Shiell.

Staff Report
#CSM2021 – 17
re: Corporate
Services
Reporting

Clerk Will Jaques reviewed the Monthly Corporate Services Report with Council.

Staff Report
#CAO2021 – 16
re: CAO-
Treasury
Reporting

CAO-Treasurer Karen DePrest reviewed the Monthly CAO-Treasury Report with Council.

By-law:

1st & 2nd
Reading

13. Moved by: Don EDMISTON
Seconded by: Scott RUDY
Resolved that the following by-law be read a first and second time:
- 2021-42 – ZBA Application ZN2-21-12 (Douglas)

CARRIED.

By-law:

3rd & Final
Reading

14. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that the following by-law be read a third and final time:
- 2021-42 – ZBA Application ZN2-21-12 (Douglas)

CARRIED.

At 10:30 a.m., Dave Hein and Afnan Iqbal from Applied Research Associates Inc. (ARA) presented the Municipal Road Inventory Condition Assessment and Capital Improvement Plan (Road Needs Study) to Council.

Confirming
By-law

15. Moved by: Margaret LUPTON
Seconded by: Jeremy SMITH
Resolved that By-law #2021-43 being a by-law to confirm the proceedings of Council held Wednesday December 1, 2021 be read a first, second and third time this 1st day of December, 2021;

And further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.

CARRIED.

Adjourn

16. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that Council does now adjourn at 12:01 p.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor